

DFD-1746-59

16 March 1959

Copy 6 of 6

Eastman-Kodak Company
343 State Street
Rochester, New York

REF: Contract HF-CT-697

Dear Gordon:

We have previously made payment on your invoices numbered 1 and 2 under the cited contract; however, it is noted that there was no receiving documentation forwarded to us in support of either of these invoices. Prior to making payment, we therefore had to obtain acknowledgement of receipt of the items billed; whereas, the proper procedure should be that you would attach to each invoice the copy of the price exhibit which has been signed by a person in [redacted] office who is authorized to accept equipment for us.

Please handle all future billings under Contract HF-CT-697 in the manner described above.

Very truly yours,

EH

Doug

Distribution:

- 0 & 1 - Addressee
- 3 - Contract HF-CT-697 (Fin)
- 4 - CONTRACTS
- 5 - Finance Reading File
- 6 - Chrono

[redacted] 16 March 1959